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13 DEC 1957

MEMORANDUM FOR: Assistant Director, CR

SUBJECT: Clarification of OCR Responsibilities for the  
Procurement of Intelligence Publications

REFERENCE: Memorandum from DAD/CR of 13 May 1957 to Chiefs,  
Liaison, Document and Library Divisions

1. Problem: To define further the responsibilities for the procurement of intelligence publications among the Document, Liaison and Library Divisions.

2. Background:

- a. Liaison Division. When this Division was reorganized in November 1956, responsibility for the procurement of Air Force and State Department intelligence publications was transferred to the Library. Responsibility for the procurement of publications from Army, Navy and the non-IAC agencies was to remain with the Liaison Division until such time as the Library could staff up for this function.
- b. Document Division. This Division has the following tasks relative to procurement:
  1. Effecting changes in existing requirements for currently procured documentary series.
  3. Releasing CIA finished and information reports to other accredited agency recipients.
- c. CIA Library. Procurement of intelligence publications is effected in the following manner:
  1. Circulation Branch handles all requests for publications and takes appropriate action to secure the material. In addition, it is responsible for the procurement of intelligence publications from the Air Force and the State Department.

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2. Acquisitions Branch procures Defense Department manuals, handbooks, technical publications, etc. available by requisition to the appropriate depots or through the Government Printing Office.
3. Recommendation:
  - a. All requests for publications should be sent to the Search Unit, Circulation Branch, CIA Library for determination of availability and source of procurement.
  - b. Liaison Division should step out of the procurement program for Army, Navy and non-IAC agency publications of interest to CIA. The Circulation Branch will take over this function as soon as it can get approval from Personnel Office for the proposed classification of the additional position required. The Circulation Branch will provide the necessary T/O slot. Liaison Division will continue to provide high-level contact and to afford assistance in establishing new channels where necessary.
  - c. The Document Division will have responsibility for functions outlined in 2b above.
  - d. The Domestic Section, Acquisitions Branch will have sole responsibility for the procurement of printed Defense Department manuals, handbooks, etc. whether expenditure of funds are involved or not. It will coordinate with the Document Division to avoid duplication of receipt and dissemination of this and similar material.

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CIA Librarian

Concur:

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Chief, Liaison Division

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Chief, Document Division

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